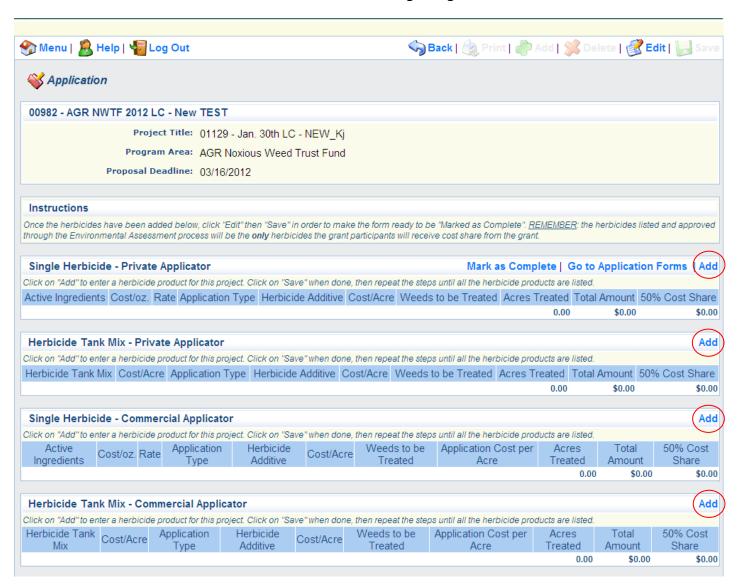
## Instructions – Herbicide Worksheet

The herbicide worksheet is broken into four sections. The "Private Applicator" sections are for herbicide costs associated with <u>landowners applying</u> a single herbicide or a tank mix of herbicides to their own land. The "Commercial Applicator" sections are for herbicide costs associated with landowners who <u>will be hiring</u> a commercial applicator to apply the herbicide(s) to their land.

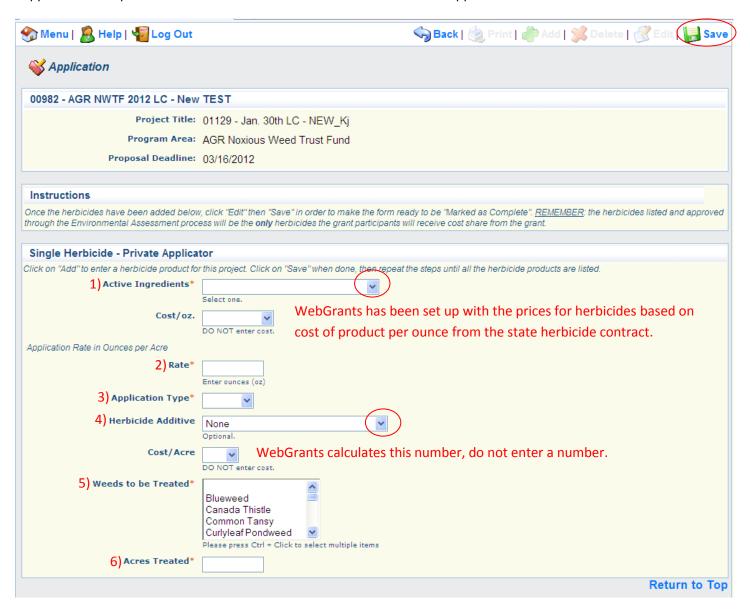
Click on "Add" in one of the herbicide sections to start adding a single herbicide or a tank mix of herbicides.



To enter a <u>Single Herbicide</u> for your project follow the steps below:

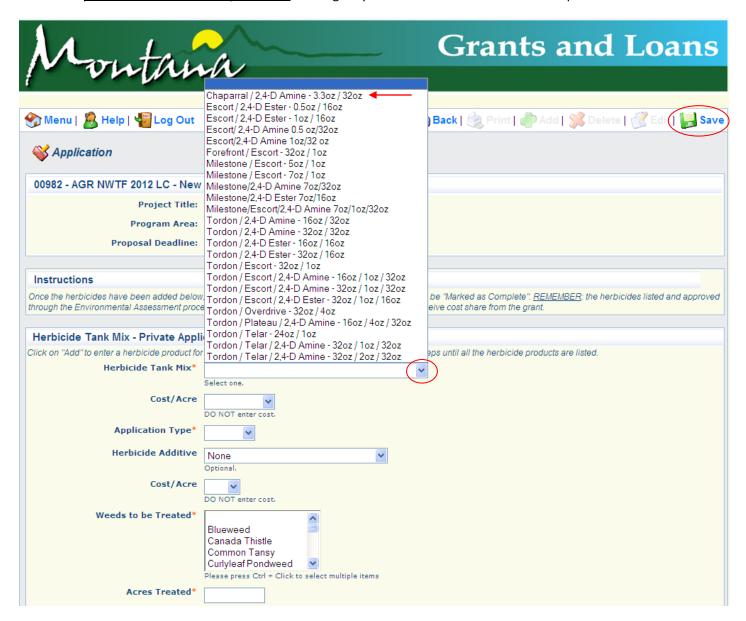
- 1) Click on the dropdown list for the herbicide Active Ingredients allowed for Trust Fund projects. Select a herbicide.
- 2) Then enter the rate to be used in <u>ounces</u> of product per acre. For example, a rate of 1 pint/acre should be entered as 16 ounces/acre or 1 quart/acre should be entered as 32 ounces.
- 3) Select an application type.
- 4) Click on the dropdown list for herbicide additives if you plan to use one with the selected herbicide.
- 5) Select a weed to be treated or select multiple weeds. To select multiple weeds, press & hold down the Ctrl key on your key board while selecting the weeds to be treated.
- 6) Enter the number of acres that will be treated with the herbicide and additives. Click "Save" when done.

The steps are similar for Single Herbicide – Commercial Applicator, except there is one additional box to complete called "Application cost per acre". Enter the dollar amount for the commercial applicator to treat the noxious weeds.



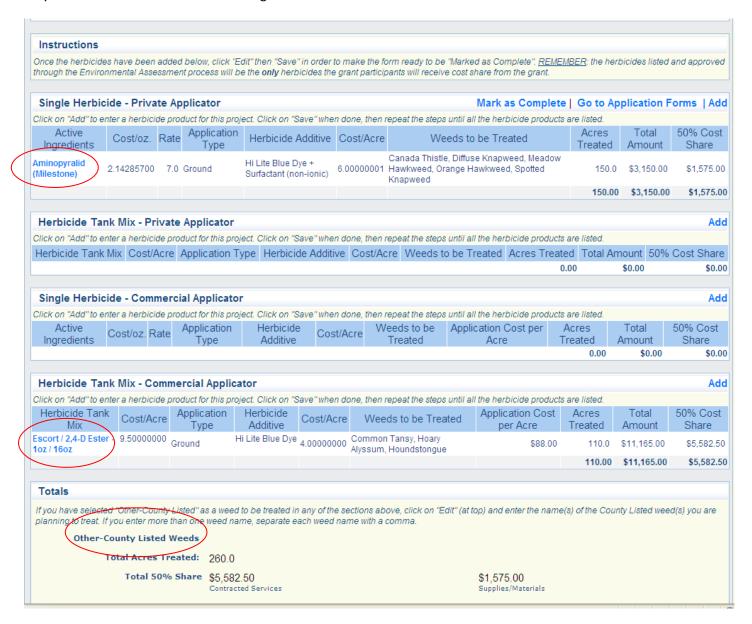
Entering a Herbicide Tank Mix for your project is similar to the Single Herbicide steps except the rate is listed on the same line as the products. You do not enter the rate/acre for the products. For example, the red arrow at the top of the list, is pointing to Chaparral/2,4-D Amine – 3.3oz/32oz that is saying for this tank mix the herbicide Chaparral will be applied at 3.3 oz/acre and 2,4-D Amine will be applied at 32 oz/acre in the tank mix.

These are the approved tank mixes for Trust Fund projects. If your application has other tank mixes and single herbicides *you will have to make adjustments* in using only those herbicides listed in the dropdowns.



When finished with this entry, click on "Save". Repeat these steps until you are done adding herbicides to this form.

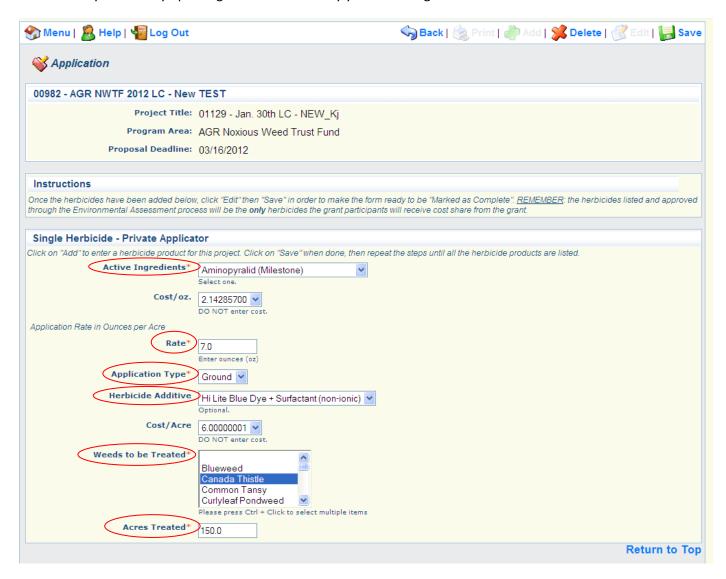
You can review, update, or delete a herbicide entry on this form by clicking on the name of the product(s) that are listed on your herbicide form. Continue to Page 5 of these instructions for more detail.



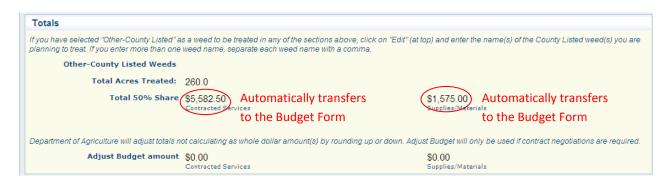
If you selected "Other-County Listed" in the Weeds to be Treated dropdown, you will need to list the other-county listed weeds that you plan to treat in this Trust Fund project. To do this, click on "Edit", scroll down to the "Totals" section and enter the county listed weeds that you will be treating.

Notice that WebGrants automatically adds the acres treated from the above sections and puts them in the "Total Acres Treated" box. The same is true for the total cost share dollar amount for Contracted Services (commercial applicator cost share) and Supplied & Materials (private applicator cost share). Those two totals are automatically inserted on the budget form. The matching amounts are not automatically entered and will need to be inserted by the applicant when completing the budget form.

If needed, you can update or delete this herbicide entry. Clicking on "Delete" will remove this entry from the herbicide form. But if you are only updating this herbicide entry you can change all the areas circled in red.



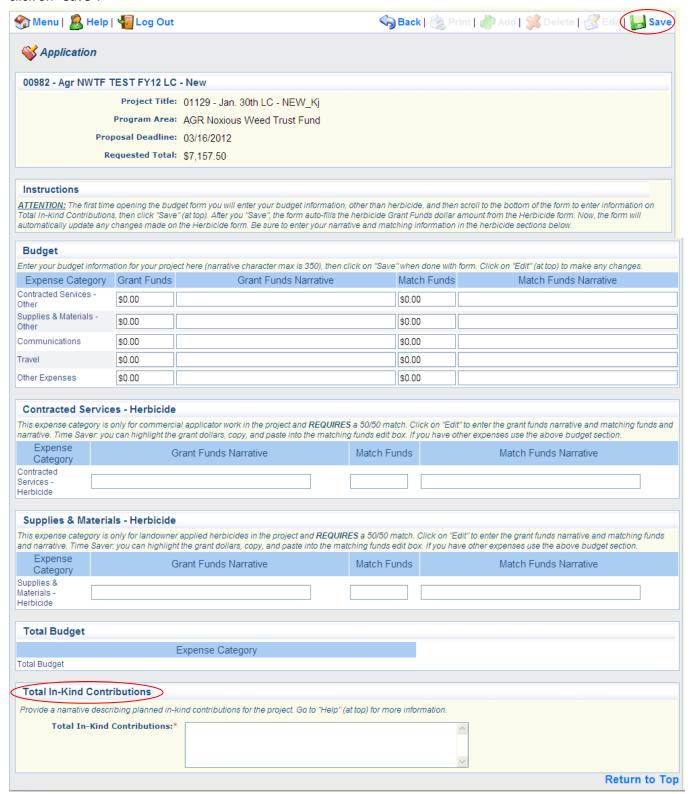
When you are done updating this entry, click on "Save". If you do not make any changes you can click on the "Back" button or the "Save" button.



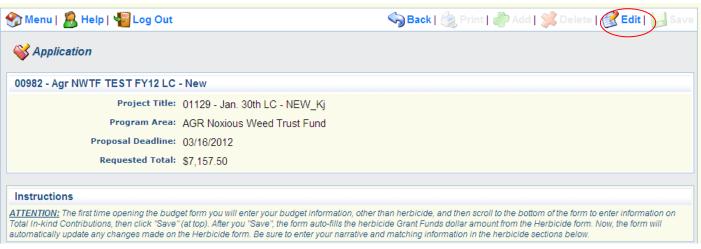
If needed, Department staff will make adjustments to calculate herbicide costs to whole dollars. For example, the adjustment for this one would be to add \$0.50 to the Contracted Services. Once all herbicide information is entered for your project, click "Edit", "Save", and "Mark as Complete".

## Instructions – Budget Form

The first time you open the Budget Form all the boxes will be empty. To view the Grant Funds for the two Herbicide sections, enter your <u>In-Kind Contributions</u> (formerly named In-Kind Activities) in the lower part of the form, and then click on "Save".

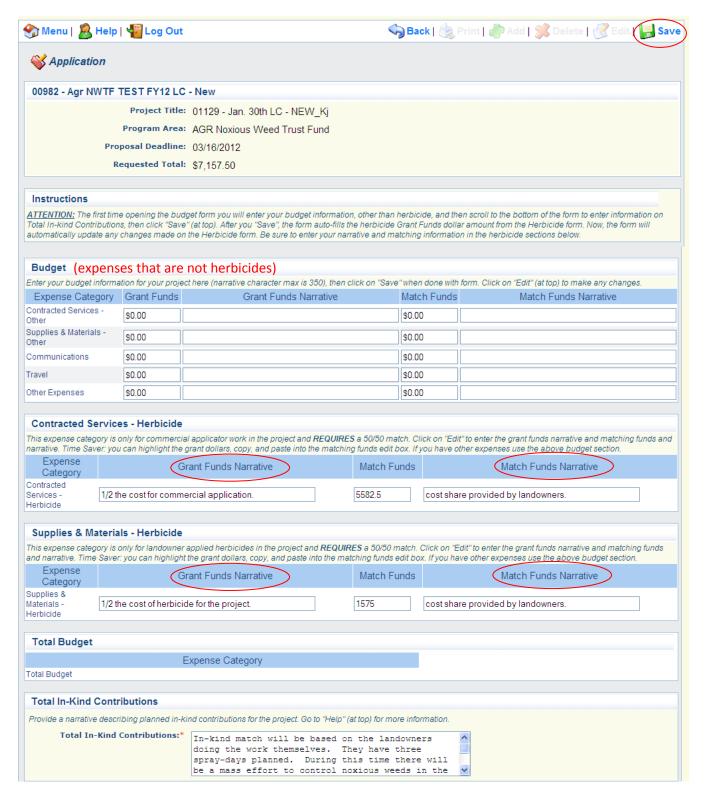


Now you can view the Grant Funds dollar amount that was automatically filled in by WebGrants from the herbicide worksheet. Write this number down so you will have it for the Match Funds fields. Next, click on Edit to open the Budget Form so you can add your matching dollar amounts, narrative information, and other project expenses.



Budget			Mark as Comp	olete   Go to Application Form	
Enter your budget information for your proj	ect here (narrative character m	nax is 350), then click on "Save" when d	lone with form. Click on "Edit"	' (at top) to make any changes.	
Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative	
Contracted Services - Other	\$0.00		\$0.00		
Supplies & Materials - Other	\$0.00		\$0.00		
Communications	\$0.00		\$0.00		
Travel	\$0.00		\$0.00		
Other Expenses	\$0.00		\$0.00		
Contracted Services - Herbicide	=				
This expense category is only for commerc narrative. Time Saver: you can highlight the					
Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative	
Contracted Services - Herbicide	\$5,582.50 \$0.00				
Supplies & Materials - Herbicide					
This expense category is only for landowne	applied herbicides in the pro	paste into the matching funds edit box.			
This expense category is only for landowne	applied herbicides in the pro				
This expense category is only for landowne and narrative. Time Saver: you can highligh Expense Category	er applied herbicides in the pro ht the grant dollars, copy, and p	paste into the matching funds edit box. Grant Funds Narrative	If you have other expenses u	se the above budget section.	
This expense category is only for landowne and narrative. Time Saver: you can highligh Expense Category	applied herbicides in the pro- ht the grant dollars, copy, and p Grant Funds	paste into the matching funds edit box. Grant Funds Narrative	If you have other expenses u Match Funds	se the above budget section.	
This expense category is only for landowne and narrative. Time Saver, you can highlight Expense Category Supplies & Materials - Herbicide	applied herbicides in the pro- ht the grant dollars, copy, and p Grant Funds	paste into the matching funds edit box. Grant Funds Narrative	If you have other expenses u Match Funds \$0.00	se the above budget section.	
This expense category is only for landowne and narrative. Time Saver, you can highlight Expense Category Supplies & Materials - Herbicide  Total Budget  Expense Category	applied herbicides in the pro- ht the grant dollars, copy, and p Grant Funds	Grant Funds Narrative  Total Grant Funds	If you have other expenses u Match Funds \$0.00	se the above budget section.  Match Funds Narrative	
This expense category is only for landowne and narrative. Time Saver: you can highlight Expense Category Supplies & Materials - Herbicide  Total Budget  Expense Category	applied herbicides in the pro- ht the grant dollars, copy, and p Grant Funds	Grant Funds Narrative  Total Grant Funds	If you have other expenses u Match Funds \$0.00	Match Funds Narrative  Total Match Funds	
This expense category is only for landowner and narrative. Time Saver, you can highlight Expense Category  Supplies & Materials - Herbicide  Total Budget  Expense Category  Total Budget  Total Budget	af applied herbicides in the profit the grant dollars, copy, and for the grant dollars copy and for the state of the state	Grant Funds Narrative  Total Grant Funds  Total Grant Funds  Total Sant Funds	If you have other expenses u Match Funds \$0.00  T	Match Funds Narrative  Total Match Funds	
This expense category is only for landowner and narrative. Time Saver: you can highlight Expense Category  Supplies & Materials - Herbicide  Total Budget  Expense Category  Total Budget  Total In-Kind Contributions  Provide a narrative describing planned in-	ar applied herbicides in the pro- th the grant dollars, copy, and it Grant Funds \$1,575.00	Total Grant Funds  Total Grant Funds  \$7	Match Funds \$0.00  Table 157.50	Match Funds Narrative  Match Funds Narrative  Total Match Funds	
This expense category is only for landowne and narrative. Time Saver, you can highlight Expense Category Supplies & Materials - Herbicide  Total Budget  Expense Category Total Budget	Grant Funds  S1,575.00  S1,575.00  Snart Funds  Find contributions for the projection in the projectio	Total Grant Funds  Total Grant Funds  **Total Grant Funds**  **Total Grant Funds**  **S7*  **Pect. Go to "Help" (at top) for more informated on the landowners doing the planned. During this time there win the project area. In addition, the viding equipment for the spray data.	Match Funds \$0.00  Total Control of the second of the seco	Match Funds Narrative  Match Funds Narrative  Total Match Funds	

Now enter the narrative for the <u>Grant Funds</u> and <u>Match Funds</u> along with the matching dollar amount that you have for the grant project. Please remember to complete the narrative information for **BOTH** the grant dollars you request and the matching dollars that you have for the project. The upper section of the Budget Form is for expenses that are not herbicides, such as survey work, mapping, or other expenses associated with the grant project. When done click "Save".



When the Budget Forms is completed correctly and you are ready to go to the next form, click on "Mark as Complete".

Budget			Mark as C	omplete Go to Application Form	
Enter your budget information for your pro	ject here (narrative chara	acter max is 350), then click on "Save" wher	n done with form. Click on	"Edit" (at top) to make any changes.	
Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative	
Contracted Services - Other	\$0.0	00	\$0.0	0	
Supplies & Materials - Other	\$0.0	00	\$0.0	0	
Communications	\$0.0	\$0.00		\$0.00	
Travel	\$0.00		\$0.00		
Other Expenses	\$0.0	\$0.00		\$0.00	
Contracted Services - Herbicid	e				
		e project and <b>REQUIRES</b> a 50/50 match. Cl d paste into the matching funds edit box. If j		rant funds narrative and matching funds an use the above budget section.	
Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative	
Contracted Services - Herbicide	\$5,582.50 1/2	the cost for commercial application.	\$5,582.50	cost share provided by landowners.	
Supplies & Materials - Herbicid	e				
		the project and <b>REQUIRES</b> a 50/50 match. r, and paste into the matching funds edit bo			
Expense Category	Grant Funds	Grant Funds Narrative	Match Funds	Match Funds Narrative	
Supplies & Materials - Herbicide	\$1,575.00 1/2	the cost of herbicide for the project.	\$1,575.00	cost share provided by landowners.	
Total Budget					
Expense Category		Total Grant Funds		Total Match Funds	
Total Budget		\$7,157.50		\$7,157.5	
Total In-Kind Contributions					
Provide a narrative describing planned in	n-kind contributions for th	e project. Go to "Help" (at top) for more info	rmation.		
Total In-Kind Contributions	have three spray- control noxious w	be based on the landowners doing to days planned. During this time there eeds in the project area. In addition, e providing equipment for the spray of wheelers.	e will be a mass effort , the county and private	to ´e	
				Last Edited By: Kay Kim. 02/03/2	